Exhibit 13-7   6509.2 REV-5
Supportive Housing Program (SHP)

Guide for Review of SHP Overall Management Systems			
Name of Grantee:			
Staff Consulted:			
Name(s) of Reviewer(s)		**Date**	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the grantee's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a **"finding."**

Instructions: This Exhibit is designed to evaluate the SHP grantee's ability to carry out the administrative responsibilities for its SHP funds. The HUD reviewer is to answer Exhibit questions based on staff interviews and file reviews, following the sampling guidance in Section 13-3 of the introduction to this Chapter.

Questions:

1.

a. What is the grantee's system or procedure for ensuring that SHP funds are used in accordance with all program requirements?
Describe Basis for Conclusion:

b. Does the grantee have written procedures describing its management of the SHP program? (If so, attach copies, or relevant portions thereof, to this Exhibit.)	☐ Yes	☐ No
Describe Basis for Conclusion:		

2.

How are responsibilities for implementing and managing the SHP program assigned and delegated?
Describe Basis for Conclusion:

3.

Are the duties for administrative personnel defined by job descriptions that match those submitted in the approved homeless assistance competition application?	☐ Yes	☐ No
Describe Basis for Conclusion:		

4.

Does a randomly selected review of administrative personnel costs reveal any staff being paid from SHP funds but not working on SHP-funded activities? [24 CFR 583.135 (b)]	☐ Yes	☐ No
Describe Basis for Conclusion:		

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5.

Does a randomly selected review of cost records show that SHP funds have been disbursed for eligible activities (e.g., acquisition, rehabilitation, new construction, leasing, supportive services or operating expenses)? [24 CFR 583.135(b)]	☐ Yes	☐ No

Describe Basis for Conclusion:

6.

Does the grantee review for evidence of conflicts of interest between itself and sponsors or contractors?	☐ Yes	☐ No

Describe Basis for Conclusion:

7.

a. Has a system been developed to track progress of each SHP-funded project or activity in the program?	☐ Yes	☐ No

Describe Basis for Conclusion:

b. If developed, does the tracking system include a timetable with scheduled completion dates?	☐ Yes	☐ No	☐ N/A

Describe Basis for Conclusion:

8.

If the grantee charges indirect costs to the SHP program, are such costs supported by an Indirect Cost Rate/Cost Allocation Plan prepared in accordance with OMB Circular A-87, Attachment A, Section F, Attachments C and E (for governmental units) or OMB Circular A-122, Attachment A, Section C (for nonprofit organizations)? [24 CFR 583.330]	☐ Yes	☐ No	☐ N/A
Describe Basis for Conclusion:			

9.

If the grantee charges indirect costs to the SHP program, are the costs current and approved? [24 CFR 583.330]	☐ Yes	☐ No	☐ N/A
Describe Basis for Conclusion:			

10.

Are the administrative costs charged to the SHP, whether direct or indirect, eligible costs? [24 CFR 583.135]	☐ Yes	☐ No
Describe Basis for Conclusion:		